

OFFICE OF TRAINING

SUPPORT SERVICES COURSE NO. 3

25 April - 17 June 1966

Eight weeks full-time

First Week - 1000 Glebe, Room 401  
Second Week - Magazine Building, Room 612



25X1A9A

S E C R E T

SUPPORT SERVICES COURSE NO. 3

FIRST WEEK (1000 Glebe - Room 401)

Monday, 25 April 1966

0830-0930 Description of the Course, Administration and Security Briefing, Pre-test.

[Redacted]  
Office of Training  
Chief Instructor  
and

25X1A9A

[Redacted]  
Office of Training  
Instructor

25X1A9A

25X1 0930-1030 Reading - [Redacted] "Functions of a Chief of Support in the Field"

1030-1130 Introductory Presentation. The Role of Support in an Intelligence Agency. The ADDS describes what he expects of the Career Trainees as future support officers.

Alan M. Warfield  
Assistant Deputy  
Director for Support

1140-1230 The SA Career Development Program.

[Redacted]  
Secretary, S Career  
Board

25X1A9A

1330-1700 Management Instruction and Pre-work on the Managerial Grid.

Management Training  
Faculty

Tuesday, 26 April 1966

0830-0930 Legal Aspects of CIA Administration. Brief Summation of legislation affecting CIA support. Cite cases to illustrate OGC's involvement in operational support matters.

[Redacted]  
Office of the General  
Counsel

25X1A9A

0940-1010 Inspection Activities of the Inspector General's Office. Role of the Inspection Staff in assessing the support elements of the Agency with particular emphasis on field support activities.

[Redacted]  
Office of the  
Inspector General

25X1A9A

S E C R E T

Tuesday, 26 April (Cont'd)

|           |   |   |         |
|-----------|---|---|---------|
| 1010-1050 | The Audit Function. Areas of responsibility of the Audit Staff. How the auditor can aid the support officer.  | [Redacted]<br>Deputy Chief,<br>Audit Staff    | 25X1A9A |
| 1100-1200 | CIA Personnel System in the Framework of the Federal Personnel System. Evolution of the Federal Personnel System. Concepts of personnel management as applied to CIA. | [Redacted]<br>Deputy Director of<br>Personnel | 25X1A9A |
| 1300-1700 | Management Instruction and Pre-work on the Managerial Grid.   | Management Training<br>Faculty                |         |

Wednesday, 27 April 1966

|           |   |   |      |
|-----------|---|---|------|
| 0830-0930 | Introduction to the Office of Personnel. Brief description of the organization of OP, personnel policies, capabilities of OP. Personnel statistics, characteristics, qualifications.                    | [Redacted]  | 25X1 |
| 0940-1040 | CIA Career Service System, Concepts, Policies and Structure.  | [Redacted]<br>Chief, Personnel<br>Operations Division, OP | 25X1 |
| 1100-1200 | Introduction to the Office of Security. Brief description of the organization of OS. Description of CIA security policies and capabilities, particularly those which relate to the CIA support officer. | Howard J. Osborn<br>Director of Security                  |      |
| 1300-1700 | Visit to Support Offices.   |   |      |

Thursday, 28 April 1966

|           |  |  |
|-----------|--|--|
| 0830-0930 | Introduction to the Office of Finance. Brief description of the Organization of OF. Discussion of major programs, policies and capabilities of OF. | Robert H. Fuchs<br>Director of Finance |
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S E C R E T

SECRET

Thursday, 28 April (Cont'd)

|           |   |  |         |
|-----------|---|--|---------|
| 0940-1040 | Introduction to the Office of Logistics. Brief description of the organization of OL. Discussion on major logistical programs and capabilities.                   | <div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div><br>Deputy Director of Logistics | 25X1A9A |
| 1050-1150 | Introduction to the Office of Medical Services. Brief description of organization and functions. Description of programs, capabilities and activities of the OMS. | <div style="border: 1px solid black; width: 220px; height: 1.2em; display: inline-block;"></div><br>Office of Medical Services   | 25X1A9A |
| 1300-1700 | Management Instruction and Pre-work on the Managerial Grid.   | Management Training Faculty  |         |

Friday, 29 April 1966

|           |  |   |         |
|-----------|--|---|---------|
| 0830-0930 | CIA Records Management Policies.   | <div style="border: 1px solid black; width: 180px; height: 1.2em; display: inline-block;"></div><br>Chief, Records Administration Staff | 25X1A9A |
| 0940-1040 | Office of Planning, Programming and Budgeting. A description of how the top level of the Agency uses fiscal and manpower controls in the exercise of management. | <div style="border: 1px solid black; width: 180px; height: 1.2em; display: inline-block;"></div><br>OPPB                                | 25X1A9A |
| 1050-1200 | Quiz and critique  | <div style="border: 1px solid black; width: 160px; height: 1.2em; display: inline-block;"></div>  | 25X1A9A |
| 1300-1700 | Management Instruction and Pre-work on the Managerial Grid.  | Management Training Faculty   |         |

SECRET

SECOND WEEK (Magazine Building, Room 612)

Monday, 2 May 1966

0830-1700 Managerial Grid Seminar  
& Evening

Management Training  
Faculty

Tuesday, 3 May 1966

0830-1700 Managerial Grid Seminar  
& Evening

Management Training  
Faculty

Wednesday, 4 May 1966

0830-1700 Managerial Grid Seminar  
& Evening

Management Training  
Faculty

Thursday, 5 May 1966

0830-1700 Managerial Grid Seminar  
& Evening

Management Training  
Faculty

Friday, 6 May 1966

0830-1700 Managerial Grid Seminar

Management Training  
Faculty